

DEPARTMENT OF THE INTERIOR  
**MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 238

April 15, 1996

Subject: Administrative Series  
General, Security  
Identification Cards

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter describes the procedures for the procurement, issuance, and control of personnel identification cards for MMS employees.



**Acting**

DIRECTOR

FILING INSTRUCTIONS:

Pen and Ink Changes:

<u>Part</u>	<u>Chapter</u>	<u>Page</u>	<u>Release</u>
310	1	2	17

Delete "Procurement and General Service Division".  
310.1.1.B.(4)

Delete "shown on the permanent identification card (DI-238A) will be transferred to the retiree card". Add "is the social security number." 310.1.1.D.(3)

<u>Part</u>	<u>Chapter</u>	<u>Page</u>	<u>Release</u>
310	1	3	17

Delete Paragraph 310.1.4.A.

OPR: Management Services and Security Division  
Office of Administration and Budget

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